

MURRAY CITY CORPORATION

EMPLOYEE PROGRAMS AND BENEFITS HANDBOOK

Employee's Name: _____

Department: _____

Thank you for being an employee of

“The Best City in America.”

**Daniel C. Snarr
Mayor**

This Handbook, Career Service and Civil Service Rules and Regulations are not intended to create any contractual rights in favor of you or the City. The City reserves the right to change the terms of the handbook or Career Service/Civil Service Rules and Regulations at any time, based upon the City's established approval process.

“Murray City. Wave at Your Neighbor City, USA”

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MURRAY CITY CORPORATION

The town of Murray was incorporated as a city in 1902 by a majority of a total of 574 votes. The population of that year, estimated at much less than five thousand, has grown to a present population of over thirty thousand. . and with the increased population came a need for increased services. The number of city employees has grown from eleven in January 1903 to the present 390+ regular employees. A look in the payroll records of 1903 shows that city employees of that day were receiving an average of \$18.48 a month--the highest paid employee being the marshal, who earned \$75 a month.

Murray City operates under a council-mayor form of government consisting of a mayor and five council members.

The Mayor appoints department/division heads, with the advice and consent of the Council, for the City's various departments, giving them primary responsibility for operation of their respective departments/divisions.

Your department/division head may have assistants and/or supervisors working together to operate the department. You may personally be responsible to a supervisor, or a leadworker; and in smaller departments, you may be directly responsible to your department/division head.

WELCOME TO MURRAY CITY

As you begin your employment with Murray City, the best City in America, we would like to welcome you to our organization and invite you to read and become familiar with the contents of this employee handbook. We hope that you find it full of helpful and valuable information about the policies, benefits, procedures, and opportunities available to guide and assist you in performing to the best of your abilities and developing and realizing your potential as one of our valued employees.

For the past 100+ years, Murray City has been a leading provider of municipal services. With your help, we are looking forward to continuing growth and prosperity as we find new and better ways to serve our customers' needs.

The policies, procedures, and programs outlined in this handbook are designed to serve as guidelines to keep you informed of relevant facts about your employment. While the policies and procedures outlined in this manual should give you answers to most of the general questions you might have about your job or the City's programs and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult with your supervisor or the Human Resource Department.

We also welcome your suggestions for improvements either to policies or procedures covered in this handbook or in other job-related areas or subjects. Your ideas on ways to improve our operations and procedures are important to us, and, along with your effort and performance, are an ideal way to contribute to Murray City's future growth and your own development.

Please read this handbook carefully and retain it for future use. Try to familiarize yourself with its contents as soon as possible, because it should answer many of your initial and ongoing questions about your employment with Murray City. We want you to be fully informed and understand our policies and procedures completely.

Once again, we welcome you and wish you success as we turn to face the numerous challenges, opportunities, and potential rewards ahead.

Cordially,

Mayor and Murray City Municipal Council